



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

MINUTES BOARD OF DIRECTORS

May 3, 2016
Airhart Conference Room

A meeting of the Board of Directors of the Lennox and Addington County General Hospital was held in the Airhart Conference Room at 6:30 p.m. on May 3, 2016.

PRESENT:

Board: Peggy Rice (Chair)	Cathie Vick
Allan MacGregor	Tracy Kent-Hillis
Chris Seeley	Bob Clancey
Wayne Coveyduck	Norm Clark
Eric Smith	Deb Lowry
Dr. Kim Morrison	Michelle Smith
Robert Paul	Elaine Stillwell
Tony Brazda	Dr. Mark Waldron

Staff in attendance: Nancy Manion	Sheila Mabee (Recorder)
Gert Switzer	
Christina Detlor	

REGRETS:

Judge Geoff Griffin

1. Call to Order/Opening Remarks

The meeting was called to order at 6:31 p.m. by Peggy Rice.

2. Approval of the Agenda

The agenda was approved as circulated.

Motion 1

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the revised agenda of May 3, 2016.

Moved by: Michelle Smith

Seconded by: Cathie Vick

The motion was carried.

3. Conflict of Interest

The Chair inquired if any member of the Board wished to declare a conflict of interest based on items identified in the Agenda. There were no identified conflicts of interest.

4. Minutes of Previous Meetings

The minutes of the April 5, 2016 meeting were reviewed; no changes were noted.

Motion 2

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the minutes of the previous meeting dated April 5, 2016.

Moved by: Robert Paul

Seconded by: Michelle Smith

The motion was carried.



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5. Business Arising

5.1 Health Care Tomorrow Update

There is a Governance to Governance webinar scheduled for May 4, 2016 with a focus on shared services organization governance, information services and laboratory services.

June 9, 2016, an in person session is scheduled in Kingston, at which time Hospital Boards will have the opportunity to hear the 3 business case presentations for financial services (decision support only), information services and laboratory services. Boards will be provided some background information to review prior to the June 9 presentations. Following the in person session, Boards will be requested to make a decision on whether or not to move forward with implementation of the business cases. The remainder of the business cases are being prepared for presentation in October.

6. Reports

6.1 Quality Committee

Elaine Stillwell reported the following highlights from the April 19, 2016:

There was a review of one Critical Incident which was discussed at Quality. The Committee discussed and provided feedback on a number of recommendations, which stemmed from the findings of the investigation.

John McBride provided his annual and very thorough presentation of activities and quality improvements which have occurred within the Pharmacy Department over the last year. A summary of his report has been provided in the Board package for information.

6.2 Pastoral Care Committee

Tracy Kent-Hillis highlighted the following from the Pastoral Care Committee meeting which took place on April 5, 2016:

The Committee finalized arrangements for the annual Memorial Service, which took place on April 24th. The event was very well received by community members in attendance.

A comprehensive review of the *Pastoral Services Policy* (No. CPR-51), included in the Board of Directors package for information, was approved by the Committee.

6.3 Medical Advisory Committee

Dr. Morrison reported that the Transfusion Committee reports were reviewed by Nancy Wicks, as outlined in the Board packages. The Transfusion Committee meets quarterly and does great work to ensure optimization of blood products within our Hospital. The April 14, 2016 minutes of the Medical Advisory Committee were reviewed with the following highlights:

The Medical Advisory Committee undertook a comprehensive revision of the Medical Staff Rules to reflect current practice. This document was included as part of the Board Packages. The MAC is recommending approval of the revised Medical Staff Rules.



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Motion 3

Rationale: Changes to the Medical Staff Rules require the review and approval the Medical Advisory Committee and the Board of Directors.

Motion: The Board of Directors hereby approves the revised Medical Staff Rules, as recommended by the Medical Advisory Committee.

Moved by: Deb Lowry

Seconded by: Norm Clark

The motion was carried.

The Medical Advisory Committee reviewed the re-appointment applications for the following:

- Dr. Benjamin Chen – Active staff (Internal Medicine)
- Dr. J.D. Alkenbrack – Courtesy without Admitting (Family Practice)
- Dr. Michael Leveridge – Consulting (Urology)
- Dr. Stephen Steele – Consulting (Urology)
- Dr. Christopher Booth – Consulting (Oncology)
- Dr. David Lee – Consulting (Oncology)
- Dr. Rebecca Woolnough – Consulting (Paediatrics)
- Dr. Sasha Bhan – Consulting (Radiology)
- Dr. Mathew Downey – Consulting (Radiology)
- Dr. Nadia Gammal – Consulting (Radiology)
- Dr. Susan James – Consulting (Radiology)
- Dr. Apurva Patel – Consulting (Radiology)
- Dr. Kenneth Sutherland – Consulting (Radiology)
- Dr. Peter Hollett – Consulting (Cardiology)

No concerns were noted by the MAC; therefore, the re-appointment applications were recommended to the Board of Directors for approval. The Board reviewed the credentialing applications and no concerns were noted.



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Motion 4

Rationale: Applications for the re-appointment to the Medical Staff require the review and approval the Medical Advisory Committee and the Board of Directors.

Motion: The Board of Directors hereby approves the re-appointment applications of the following, as recommended by the Medical Advisory Committee:

- *Dr. Benjamin Chen – Active staff (Internal Medicine)*
- *Dr. J.D. Alkenbrack – Courtesy without Admitting (Family Practice)*
- *Dr. Michael Leveridge – Consulting (Urology)*
- *Dr. Stephen Steele – Consulting (Urology)*
- *Dr. Christopher Booth – Consulting (Oncology)*
- *Dr. David Lee – Consulting (Oncology)*
- *Dr. Rebecca Woolnough – Consulting (Paediatrics)*
- *Dr. Sasha Bhan – Consulting (Radiology)*
- *Dr. Mathew Downey – Consulting (Radiology)*
- *Dr. Nadia Gammal – Consulting (Radiology)*
- *Dr. Susan James – Consulting (Radiology)*
- *Dr. Apurva Patel – Consulting (Radiology)*
- *Dr. Kenneth Sutherland – Consulting (Radiology)*
- *Dr. Peter Hollett – Consulting (Cardiology)*

Moved by: Chris Seeley
Seconded by: Elaine Stillwell

The motion was carried.

The Medical Advisory Committee reviewed the appointment application, for Dr. Dale Engen – Locum Tenens (Anesthesia).

No concerns were noted by the MAC; therefore, the appointment application was recommended to the Board of Directors for approval. The Board reviewed the credentialing application and no concerns were noted.

Motion 5

Rationale: Applications for the appointment to the Medical Staff require the review and approval the Medical Advisory Committee and the Board of Directors.

Motion: The Board of Directors hereby approves the appointment application of the following, as recommended by the Medical Advisory Committee:

- *Dr. Dale Engen – Locum Tenens (Anesthesia)*

Moved by: Allan MacGregor
Seconded by: Michelle Smith

The motion was carried.

The Medical Advisory Committee reviewed the re-appointment applications, with the noted changes, for the following:

- *Dr. Craig Mitchell – Active staff (Family Practice) *Associate staff to Active staff*



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- Dr. Pierre-Marc Robichaud – Associate (Family Practice with Emergency) *Addition of Emergency privileges

No concerns were noted by the MAC; therefore, the re-appointment applications with the noted changes, were recommended to the Board of Directors for approval. The Board reviewed the credentialing applications and no concerns were noted.

Motion 6

Rationale: Applications for the appointment to the Medical Staff require the review and approval the Medical Advisory Committee and the Board of Directors.

Motion: The Board of Directors hereby approves the re-appointment applications with the noted changes, of the following, as recommended by the Medical Advisory Committee:

- Dr. Craig Mitchell – Active staff (Family Practice) *Associate staff to Active staff
- Dr. Pierre-Marc Robichaud – Courtesy with Admitting (Family Practice with Emergency) *Addition of Emergency privileges

Moved by: Deb Lowry

Seconded by: Norm Clark

The motion was carried.

6.4 Volunteer Services

In addition to the April 12, 2016 minutes distributed for review in the Board package, Cathie Vick reminded the Board that May 6th is the annual Spring Tea. The minutes were briefly reviewed and no concerns were noted.

6.5 Finance Committee

As year-end nears a close, Deb Lowry provided a special thank you to Gert and her team who do such a great job with managing the hospital's finances.

The following was highlighted from the April 26, 2016 Finance Committee meeting:

6.5.1 – Board, CEO and Senior Management Expenses

The Finance Committee reviewed the Board, CEO and Senior Management Expenses for March which totaled \$439.34. The Finance Committee recommends to the Board that the following expenses be approved:



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Motion 7

Rationale: The Broader Public Sector Accountability Act requires that the expenses of the Board, CEO and Senior Management be reviewed and/or approved by the Board.

Motion: The Board of Directors hereby approves the March expenses which totalled \$439.34, as recommended by the Finance Committee.

March 2016

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck				250.68	6.76		\$257.44
Gert Switzer				27.97			\$27.97
Shari Sampson	45.13			36.07			\$81.20
Tracy Kent-Hillis	18.63			54.10			\$72.73
TOTAL	\$63.76			\$368.82	\$6.76		\$439.34

Moved by: Robert Paul
Seconded by: Allan MacGregor

The motion was carried.

6.5.2 - March Financial Statements and Cheque Lists

The Finance Committee reviewed the March 2016 Financial Statement and Cheque List which totalled \$3,034,980.93. No concerns were noted by the Finance Committee or the Board.

Motion 8

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the March 2016 Cheque List totaling \$3,034,980.93 and March 2016 Financial Statements, as recommended by the Finance Committee.

Moved by: Chris Seeley
Second by: Elaine Stillwell

The motion was carried.

6.5.3 – Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$83,395 towards the purchase of: IT Server Cluster (\$39,465) added cost; It Meditech Server (\$1,775) added cost; SCU Label Printer (\$1,600) old one not repairable; OR Anesthesia Cart (\$1,110) added cost; ER Bladder Scanner (\$165) added cost; OR Ligasure (\$220) added cost; Dietary Patient Software (\$4,770) added cost; OR Glidescope (\$1,500) added cost; OR Urology Items (\$760) added cost; Chemo Vital Signs Monitor (\$515) added cost; IT Meditech Server Upgrade (\$21,775) added cost; Cardiac Rehab Treadmill (\$1,180) added cost; IT/OR Colonoscopy Items (\$8,560) LHIN Small Hospital Funded. No concerns were noted by the Finance Committee or the Board.



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Motion 9

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the allocation of \$83,395 towards the purchase of the following equipment as recommended by the Finance Committee:

- IT Server Cluster(\$39,465) added cost;
- It Meditech Server (\$1,775) added cost;
- SCU Label Printer (\$1,600) old one not repairable;
- OR Anesthesia Cart (\$1,110) added cost;
- ER Bladder Scanner (\$165) added cost;
- OR Ligasure (\$220) added cost;
- Dietary Patient Software (\$4,770) added cost;
- OR Glidescope (\$1,500) added cost;
- OR Urology Items (\$760) added cost;
- Chemo Vital Signs Monitor (\$515) added cost;
- IT Meditech Server Upgrade (\$21,775) added cost;
- Cardiac Rehab Treadmill (\$1,180) added cost;
- IT/OR Colonoscopy Items (\$8,560) LHIN Small Hospital Funded

Moved by: Norm Clark

Second by: Tony Brazda

The motion was carried.

6.5.4 – Write-offs 2015-16

The Finance Committee reviewed the list of account write-offs in the amount of \$50,773.73 for 2015-16. An increase in ALC write-offs was noted; these relate to some prior to this fiscal year.

Motion 10

Rationale: Normal practice.

Motion: The Board of Directors hereby approves the write-offs for 2015-16 in the amount of \$50,773.73, as recommended by the Finance Committee.

Moved by: Allan MacGregor

Second by: Cathie Vick

The motion was carried.

Deb reported that the Committee had participated in a teleconference meeting with the Investment Manager to review the Investment Report and is happy to report that all is well.

6.7 Foundation

Robert Paul provided kudos to the Board of Directors and Management Team for ending the year with a balanced budget, in spite of all the upgrades to the outside buildings and the expansion of services the Hospital now provides to our community. A tremendous job!



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Robert reported that tickets to the Foundation's Golf Tournament are now sold out. To honour the 20th anniversary of the tournament, there is a special prize for a lucky recipient to win a trip to Cape Breton Island to golf at the prestigious Cabot Links Golf Course.

The Foundation currently has raffle tickets on sale; proceeds will be put towards capital purchases for the Westdale Complex's new Dialysis Suite.

Of note, the Foundation ended their year with record profits of over \$700,000 in donations.

6.8 Chief Executive Officer's Report

Further to the written report sent out with the Board package, Wayne relayed that two letters received from physicians, one concerning Diagnostic Imaging, the other from the L&A Emergency Physicians Group.

Diagnostic Imaging

Since the retirement of Dr. Boon late last year, we have had Quinte radiologists take over our Diagnostic Imaging services. There have been ongoing challenges with the technology that was previously used quite effectively by Dr. Boon. Multiple issues have arisen since Dr. Boon's retirement and we continue to have unresolved technical problems.

A consultant has been brought in to look at providing recommendations for improvement.

Karen Pearson, DI Director, KGH / HDH has joined LACGH one day per week and will work closely with all parties to reach an acceptable resolution.

Emergency Department

A letter was received from the ER physicians who are looking to have 5 items resolved. The ER department is an ever evolving, complex department in which a lot of Ministry of Health indicators are established. Dr. Morrison, Tracy Kent-Hillis and the ER department heads are hopeful that with good communication they can work together to resolve the issues in a timely and collaborative manner.

Motion 11

Rationale: Normal Practice

Motion: The Board of Directors hereby accepts the reports from the Quality Committee, Pastoral Care Committee, Medical Advisory Committee, Volunteer Services, Finance Committee, Foundation and the CEO.

Moved by: Michelle Smith

Second by: Allan MacGregor

The motion was carried.

7. Other

7.1 Correspondence Received Up to April 26, 2016

Further to the correspondence in the Board of Directors package, Peggy shared two thank you notes, addressed to the Board of Directors.



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8. New Business

8.1 Celebrating Our People – 50th Anniversary Update

Peggy Rice reviewed some of the activities which have taken place and are scheduled to take place:

- A Retiree Tea & Tour took place on April 21st; this event was well received by those who were able to attend
- On May 17th and 19th two dinner theatre events are planned, one for staff and the other is for our volunteers
- In June, a staff appreciation event is planned, MJM will be here to take a photo from the Hospital's roof of staff on the lawn forming a "50" in honour of our 50th anniversary
- In July, there is a physician recognition event planned for both past and present physicians
- In August, there will be a family skating event
- In September, 50 trees will be planted throughout the property; the Foundation has generously donated \$20,000 towards this initiative.

9. Closed Session

At 7:45 p.m., the Board moved into closed session.

Motion 12

Rationale: Normal Practice

Motion: The Board of Directors hereby moves into closed session.

Moved by: Norm Clark
Second by: Tony Brazda

The motion was carried.

At 8:09 p.m., the Board rose from closed session.

Motion 13

Rationale: Normal Practice

Motion: The Board of Directors hereby rises into closed session.

Moved by: Elaine Stillwell
Second by: Chris Seeley

The motion was carried.

10. Next Meeting

The next regular meeting of the Board is scheduled for June 7, 2016 at 6:30 p.m. in the Airhart Conference Room.

11. Adjournment

The meeting was adjourned at 8:10 p.m.



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Motion 14

Rationale: Normal Practice

Motion: The Board of Directors hereby adjourns their meeting at 8:10 p.m. on May 3, 2016.

Moved by: Elaine Stillwell

Seconded by: Chris Seeley

The motion was carried.